

## WHAT IS "DISSEMINATION?"

You work for a police department. The local judge asks you if Dave Defendant has ever been arrested in Utah. You check the UCCH files, and Dave's name is not there. You tell the judge, "Dave has no Utah criminal history."

The judge wants to know if Drew Driver has a Utah Driver's License. You check UCJIS and tell him, "Drew has no Utah Driver's License."

Did you just disseminate UCJIS information?

**YES.** Both of those scenarios are considered dissemination.

Many people think that dissemination of UCJIS information is limited to handing out a hard copy of a rap sheet. However, dissemination is giving out ANY information, *or lack of information*, received from the UCJIS system. Dissemination includes giving out UCJIS information in a paper, electronic, or verbal format.

**Even letting another agency know that an individual has no arrest record is dissemination.**

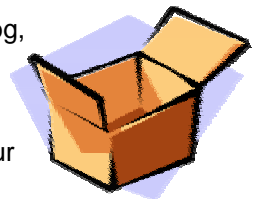
Any UCJIS information, in any format, can only be disseminated according to federal and state privacy and security laws. If you give any UCJIS information, even in verbal form, to non-terminal agencies there must be a non-disclosure agreement in place between your agency and the non-terminal agency – even if all you tell the other agency is "No, the person has no criminal history."

Also, ANY dissemination of UCJIS information, even in verbal form, must be documented in a secondary dissemination log.

To reduce agency liability (**i.e., to keep you and your agency from getting sued**), please contact BCI if you have any questions about dissemination of UCJIS information.

## RECORD PACKING

If you order items from a catalog, you want the company to pack everything you ordered in the shipment. If you are moving, you make sure you pack all your possessions before the move.



So why not pack all available information into NCIC and Statewide Warrant entries?

"Record packing" means that the entering operator includes all pertinent data in the entry, and makes sure this information is accurate and current. If new information becomes available later, that information will be added to the entry as soon as possible.

Everything left out of the entry, or entered incorrectly, diminishes the possibility of receiving a hit on the entry. Thus, a missing person may not be found, a fugitive may not be apprehended, or an officer's life may be put in danger.

A Highway Patrol Trooper in Missouri lost his life because pertinent information was left out of a record. The record on the offender failed to mention that he had a trick wrist which made it easy for him to escape from handcuffs. After the officer in question handcuffed the offender, the offender escaped from his handcuffs and killed the officer.

Agencies often say they do not have the time to enter all pertinent data into an entry. However, would you do business with a company that never "had time" to pack every item you ordered into its shipments?

What if your child was missing, and remained missing because a law enforcement agency "did not have time" to enter all pertinent data? What will you say to a victim's loved ones when a wanted fugitive is not apprehended?

(Portions of the above summarized from the *Missouri Uniform Law Enforcement System April-June Newsletter*.)

## BCI FAST FACTS...

Did you know:

- over 478,000 individuals have a criminal record on the Utah criminal history database
- each year approximately 22,000 new individuals are added to the Utah criminal history database
- there are almost 1.2 *million* arrests on the Utah criminal history database.
- over 100,000 inquiries are ran daily against UCJIS by criminal justice agencies.
- more than 57,000 people have a valid Utah concealed weapon permit.
- each year an average of 63,000 background checks are conducted on people in Utah wishing to purchase firearms.
- over 55,000 background checks are ran yearly by employers on prospective employees.
- each year over 3,900 individuals apply to have criminal offenses expunged from the Utah criminal history database.

## SWW AUTOMATED MESSAGES

NCIC vs. SWW concern

Questions have been brought up concerning felony warrants on the statewide warrants file vs. wanted persons listed on NCIC. On Utah statewide felony warrants on the SWW system a comment is placed stating "PROCEDURE/ \* FELONY - CHECK NCIC \* ARREST AND NOTIFY ORIG AGENCY ABOVE." Apparently, there is some confusion about whether these warrants are "automatically" entered onto the NCIC wanted person file also.

These Utah warrants are NOT entered automatically into NCIC. Just because this statement appears on the SWW system does not mean the same individual appears on the NCIC Wanted Person file. Rather, the procedure statement is meant to be a prompt that the wanted person, being a felon, MAY be entered onto NCIC and suggests that the operator also check NCIC for additional warrants.

If courts want a particular individual entered onto the NCIC Wanted Person file, they should contact the law enforcement agency of record. Remember, other states cannot enquire into SWW!

If you have any questions please contact your TAC or BCI.

## LOGON ACTIVATION FORM

### ATTENTION ALL TAC's!

BCI has made some updates to the Logon Activation Request Form and Logon Activation Policies. Effective immediately, BCI will ONLY accept the new Logon Activation Request Form. Please destroy all older versions of the form.

These changes have been made in accordance with our recent FBI audit and are not designed to hamper your tasks.

Requests for a logon must be made using this form; TAC's can no longer state in an e-mail that a user needs to be activated. The completed form must accompany each request.

The form can be e-mailed to [dpstwx@utah.gov](mailto:dpstwx@utah.gov), or faxed to 801-965-4749, or mailed to BCI.

BCI sent an email to TAC's with the new form. If you have not received the new form, please contact BCI at [dpstwx@utah.gov](mailto:dpstwx@utah.gov) or call 801-965-4446.

## AGENCY AUDITS

Has your agency been audited lately?

If you haven't, you will be soon. And this includes non-terminal agencies and courts. So get ready!

The most common problems seen in the agency compliance audits?

- Improper usage of the Purpose Codes.
- Information entered in the "Auditing Purpose" and "Requestor" fields not meeting NCIC and BCI standards.
- Internal audits not being performed.
- Information being improperly disseminated.
- No User Agreements or Non-Disclosure Agreements on file.
- Incomplete and/or inaccurate NCIC or SWW entries.

Contrary to popular opinion, BCI does not conduct agency compliance audits because we like to inflict pain. (Honestly!)

Rather, these audits are performed in an effort to reduce agency liability, (*i.e., to keep you and your agency from getting sued*) and ensure consistent adherence to state and federal laws.

## FBI AUDIT OF BCI AND LOCAL AGENCIES

We know what it's like to be audited, because the FBI audits us regularly! Our most recent compliance audit was in 2003. After this round of audits, the FBI CJIS audit staff recommended that Utah's staff ensure:

- Wanted Person, Vehicle and Missing Person File records are validated in accordance with NCIC policy.
- local agencies can provide reasons for all III requests.
- III is used for authorized purposes only.
- proper purpose code use.
- timely entry of missing juvenile records.
- timely entry of emancipated missing person records
- timely removal of invalid Missing Person File records.

Please do your part to comply with the above suggestions.

## CHANGES AT BCI

Just when we thought we were through with changes for a while...

In January our Bureau Director Nannette Rolfe was selected to become the new Director of the Department of Emergency Services. Nannette was with BCI for 18 years, and we will miss her terribly, but wish her luck in her new endeavors.

BCI's new Bureau Chief is Lt. Colonel Scott Behunin. We're looking forward to working with him – and hope he's looking forward to working with us!

## ENCOUNTERING MISSING ADULTS ON NCIC

A man recently came to BCI to obtain a copy of his criminal history. We quickly discovered that he was listed as missing on NCIC, and sent a 10-minute YQ Hit Confirmation Response to the entering agency in Missouri.

The Missouri agency told us that the man had been missing since June, and that his mother was worried enough that the agency decided to enter the man as endangered. The Missouri agency simply told us to have the man contact his mother and we were okay to question him.

A BCI officer spoke with the man, who amazingly enough, refused to call his mother. Even after hearing of his mother's concern, he still did not want anything to do with her.

According to law, missing adults cannot be detained or forced to contact those who reported them missing. And, unfortunately, this man did not want to contact his mother. But we hope that perhaps in the days to follow he had a change of heart.

## UCR/IBR

### WELCOME ABOARD!

Congratulations to the North Ogden PD, which became NIBRS certified in January!



### Crime in Utah Reminder!

2003 data submitted to BCI after March 12, 2004 may not be reflected in the final year end report. Please submit your 2003 data as soon as possible!

### FBI Quality Assurance Review

In July and August of 2003 the FBI Quality Assurance Review Team was in Utah, reviewing our UCR/IBR program. The QAR Team visited several UCR and IBR agencies. After reviewing records and talking with representatives from those agencies, the QAR team concluded: "The state Program should be commended for its interest in reporting accurate crime data to the national UCR Program. Additionally, as a result of the QAR, the CAU staff recommends several courses of action that will improve the state's reporting process to the national UCR Program." The recommendations were as follows:

- ❑ Classification: Ensure local agencies classify offenses according to the UCR definitions
- ❑ 56 Data Elements: Ensure NIBRS agencies submit all segments and ensure all data elements are accurate, complete, and documented within each segment.
- ❑ Property Value: Ensure NIBRS agencies submit \$1.00 for unknown property values.
- ❑ State Audit Program: Initiate an audit program to review UCR Policies and Procedures.
- ❑ State Training Program: Provide the training necessary to educate local agency personnel on proper UCR classification and scoring.

During the data quality review at six local agencies, (four IBR and two summary reporting agencies) the CAU staff examined 1,200 offenses. These included 716 Group A/Part I offenses plus simple assaults and 484 Group B/Part II offenses that were reported to law enforcement officers during the month of December 2002.

Problems that were discovered were some cases of "over-reporting" (reporting one offense more than once), "under-reporting" (not reporting all the crimes in an incident), and the incomplete reporting of some data elements.

Overall the QAR was favorable and pointed out some areas in which we, as a state program, can improve. Look for more training in the future in order to address some of these issues.

We would like to thank those agencies that participated in the QAR: Bountiful PD, Orem DPS, Provo PD, West Jordan PD, West Valley PD, and Woods Cross PD.

## MISSING PERSON INFORMATION

### AMBER ALERTS

Utah citizens can now find out about AMBER Alerts at the same time as law enforcement officers and broadcasters. The nearly instant alerts can be received on pagers, cell phones, computers or any text message device. This addition to Utah's AMBER Alert Plan will allow the public to immediately start searching for an abducted child or a suspect during the first critical moments.

BCI will transmit the alerts through the Utah Criminal Justice Information System (UCJIS) to anyone who registers to receive the alerts. This is the first time that the system has been used to notify anyone other than law enforcement officers.

To sign up for the alert, the public can submit their information to BCI's web site at [www.bci.utah.gov/MPC/AmberAlertRegistration.html](http://www.bci.utah.gov/MPC/AmberAlertRegistration.html)

Within seconds after the AMBER Plan is activated, the information will be transmitted by UCJIS to all Utah law enforcement agencies, TV and radio broadcasters, electronic highway and business signs, BCI's flyer distribution system, ports of entry

and truckers, highway advisory radio transmitters and travel information phone line (511), and anyone requesting to receive the alerts by pager, cell phone, etc.

In the past officers could initiate an AMBER Alert by sending an e-mail or fax to the Salt Lake Communications Center. *However, this fax form no longer exists.* Agencies must now use the UAA transaction on UCJIS.

It is imperative that all law enforcement agencies administration be updated with this information. Agencies can request training or information by contacting Gina McMahon at 801-965-4686 or [gmcMahon@utah.gov](mailto:gmcMahon@utah.gov)

### AMBER ALERTS - CANADA

From the Royal Canadian Mounted Police National Missing Children Services - Re: Issuance of Urgent Border Alerts in Canada on AMBER Alerts.

Many AMBER activations have taken place recently where suspects were traveling towards Canada.

Our office will gladly assist in placing an Urgent Border Alert with Canada Customs and Immigration as soon as we are notified of an AMBER Alert or any missing child case you may require our assistance with. We will ensure that the name, description, DOB of the child or suspect is entered on the Canadian Police Information Centre as quickly as possible.

It is imperative that in case of AMBER ALERTS, our office be notified IMMEDIATELY by calling our office directly at 1-877-318-3576. Please wait for prompt and press on "urgent Border Alerts" and your call will be transferred to Canada Customs immediately. You may also call directly at 613-859-8519. Please do not email or fax your request to ensure we receive the information immediately.

Our office is available to assist you in any missing child case which has been reported to law enforcement in the US. Please do not refer parents to this office. Our service is available to law enforcement only.

Please do not hesitate to contact this office for anything further.

FORWARD NEWS ITEMS TO: B.C.I., FIELD SERVICES, 3888 W 5400 S, BOX 148280, SALT LAKE CITY UT 84114-8280

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